

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HEALTH SERVICES

DATE: JANUARY 24, 2013

COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:

SUPERVISORS SOKOL
CONOVER
FRASIER
TAYLOR
MCDEVITT

REPRESENTING THE DEPARTMENT OF PUBLIC HEALTH:
PAT AUER, DIRECTOR OF PUBLIC HEALTH/PATIENT SERVICES
SHARON SCHALDONE, ASSISTANT DIRECTOR OF HOME CARE DIVISION
GINELLE JONES, ASSISTANT DIRECTOR OF PUBLIC HEALTH DIVISION
TAMMIE DELORENZO, CLINICAL & FISCAL INFORMATICS COORDINATOR
TAWN DRISCOLL, FISCAL MANAGER
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
JOAN SADY, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS GIRARD
KENNY
MASON
STRAINER
WOOD
DON LEHMAN, *THE POST STAR*
THOM RANDALL, *ADIRONDACK JOURNAL*
CHARLENE DIRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. Sokol called the meeting of the Health Services Committee to order at 9:31 a.m. He welcomed Mr. Conover as the newest member of the Committee.

Motion was made by Mr. McDevitt, seconded by Mr. Taylor and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Pat Auer, Director of Public Health/Patient Services, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Ms. Auer also welcomed Mr. Conover to the Committee and extended him an invitation to visit the Department to learn more about the services offered and the operation of the Department.

Commencing the agenda review, Ms. Auer requested to amend the 2013 County budget to increase estimated revenues and appropriations in the amount of \$2,656 to reflect the COLA (Cost of Living Allowance) funds received for the Immunization Action Plan Grant. She also requested to amend the 2013 County budget to increase estimated revenues and appropriations in the amount of \$1,797 to reflect the addition of COLA funds received for the Lead Program Grant. She noted the contracts allowed for the receipt of any COLA funds offered; however, she added, it was necessary to amend the budget to reflect the receipt of said funds.

Motion was made by Mr. Conover, seconded by Mrs. Frasier and carried unanimously to approve the requests to amend the 2013 County budget as outlined above and to forward same to the Finance Committee. *Copies of the resolution request forms are on file with the minutes.*

Ms. Auer requested to amend Resolution No. 500 of 2012 which authorized an employee within the Health Services Department to enroll in a job-related course, in order to increase the reimbursable amount from \$362.50 to \$449.86. She explained the employee had completed the course with a C or

better as required by the CSEA (Civil Service Employee Association) contract requirements; however, she added, upon submission of the bill requesting reimbursement, the amount with the associated fees totaled, \$449.86, an increase of \$87.36. She noted that because the costs for the associated fees and books were not always known at the time the course was approved, in the future she would request 50% reimbursement as allowed by the CSEA contract, as opposed to a specific dollar amount.

Motion was made by Mr. Taylor, seconded by Mrs. Frasier and carried unanimously to amend Resolution 500 of 2012 as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the February 15, 2013 Board meeting.*

Ms. Auer presented a request for a transfer of funds between various codes totaling \$69,605 in order to correct a budgeting error in the salary code in the 2013 County budget.

Motion was made by Mr. McDevitt, seconded by Mrs. Frasier and carried unanimously to approve the request for a transfer of funds as outlined above and to forward same to the Finance Committee. *A copy of the Request for Transfer of Funds form is on file with the minutes.*

Ms. Auer requested increases in salary, as follows:

- for a Public Health Nurse position, Employee No. 12194, hire date 09.17.12, current annual salary of \$44,405 (Grade 21, Base) requested increased annual salary of \$51,080 (Grade 21, Step 5), an increase of \$6,675. This employee had 24 years of nursing experience; and
- for a Community Health Nurse position, Employee No. 11877, hire date 12.06.10, current annual salary of \$45,605 (Grade 20, Step 4), requested increased annual salary of \$49,874 (Grade 20, Step 5), an increase of \$4,269. This employee had 14 years of nursing experience.

Ms. Auer explained the two employees were currently being paid below the amount allowed by the CSEA contract, according to their level of experience. She pointed out that if these nurses were hired under the new CSEA contract, their starting salary would be based on their years of experience; therefore, she requested the increase be effective upon Board approval. Ms. Auer commented that the adjustment to nursing salaries had made it easier for the Department to fill vacant positions with qualified professional nurses.

Mr. Conover asked if the existing nurses had been considered when the adjustments to nursing salaries were adopted and Paul Dusek, County Administrator, replied affirmatively. Mr. Dusek explained that at the time he had thought there would only be one nurse whose experience would require a salary increase; however, he added, a second nurse had been hired just prior to the approval. He stated the concept of salary being commensurate with experience would allow the County the ability to hire more experienced professionals. Pertaining to the salary Grades, Mr. Dusek outlined that Steps 0, 1, 2, and 3 were for new hires with little or no experience and he considered Step 5 to be the job rate. He added that by the time a new employee reached their fifth year, they would know how to perform their job duties to the best of their ability. He pointed out there was no significant salary increases between Steps 5 and 10. He stated that it was only fair to increase the salaries of the two nurses in question in order to compensate them based on their level of experience. He recommended the Committee approve the request to be forwarded to the Personnel Committee.

Motion was made by Mr. Conover, seconded by Mrs. Frasier and carried unanimously to approve the requested increase in salaries as outlined above and forward same to the Personnel Committee. *Copies of the resolution request forms are on file with the minutes.*

Pertaining to the pending item concerning updates on new CHHA's (Certified Home Health Agencies), Ms. Auer noted there was no new information to report at this time.

Ms. Auer pointed out that a Report on Monthly Emergency Preparedness Activities was included in the agenda packet. She mentioned that the Senior Health Educator continued to do an outstanding job in his new job title.

Ms. Auer informed that significant progress had been made in the recruiting of new nurses and she reiterated that the salary adjustments for nursing positions had made this effort easier. She stated two new nurses had commenced employment and two additional nurses would begin in the next couple of weeks. Sharon Schaldone, Assistant Director of Home Care Division, reported that two nurses had been hired with six or more years of Home Care experience and she noted one newly hired nurse had obtained her Bachelor's Degree in the Science of Nursing and had two years of experience. She commented another newly hired nurse had nine years of pediatric oncology experience. Ms. Auer said she would provide further details on newly hired nursing staff at a future Committee meeting.

Mr. Conover inquired about the County's supply of the Flu vaccine and Ms. Auer replied there was an adequate supply to meet the public's needs and there shouldn't be an excess amount of doses left over at the end of the season. She noted that awareness had been heightened by the Governor declaring a State of Emergency on the Flu epidemic.

Ms. Auer stated a Report on the Rabies Program for October through December 2012 was included in the agenda packet. She noted the Rabies Clinics would commence next month and the dates would be detailed on the website.

Tawn Driscoll, Fiscal Manager, said a Report on Revenues and Expenditures for 2012 was included in the agenda packet. She stated the numbers for 2013 were not currently available and the books for 2012 had not yet been closed. She noted revenues for December were not reflected in the report and there were revenues for several grants, the WIC (Women, Infants and Children) Program food vouchers and the Preschool Program to be added to the total revenues for 2012. She estimated \$1.5 to \$2 million in additional revenues for 2012. Regarding 2012 salaries, Ms. Driscoll reported an overall decrease of \$49,391.11 compared to 2011 and she added the figure was approximately 99% of the amount to be posted for 2012. She commented the part-time salaries were slightly over budget which she attributed to the Confidential Secretary position being increased from 20 hours per week to 30 hours per week. She noted a decrease in sick leave incentive for 2012 of \$400 compared to 2011.

This concluded the Health Services portion of the Committee meeting and the representatives from the Health Services Department exited the meeting at 9:42 a.m.

Pertaining to the Westmount Health Facility portion of the Committee meeting, Mr. Sokol commented that a brief executive session was necessary in order to discuss the employment history of a particular employee.

Motion was made by Mrs. Frasier, seconded by Mr. Taylor and carried unanimously that executive session be declared pursuant to Section 105(f) of the Public Officers Law.

Executive session was declared from 9:43 a.m. to 10:29 a.m.

The Committee reconvened and Mr. Sokol noted that no action was necessary pursuant to the executive session.

As there was no further business to come before the Health Services Committee, on motion made by Mr. Taylor and seconded by Mrs. Frasier, Mr. Sokol adjourned the meeting at 10:30 a.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist